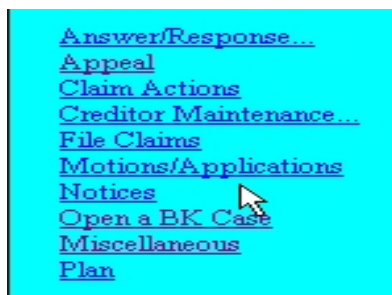


Motion for Adequate Protection

STEP 1 Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.



STEP 2 The **Case Number** entry screen displays.

A screenshot of the "File a Motion" screen. The screen has a light blue background. At the top, it says "File a Motion" in blue. Below that, there is a section titled "Case Number" with a text input field containing "03-20826". At the bottom, there are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

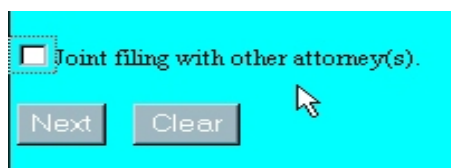
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen displays.

A screenshot of the screen showing the list of motion/application types. The screen has a light blue background. At the top, there is a list box containing the following items: "Abandon", "Accounting", "Adequate Protection", "Administrative Expenses", "Allow Claim", "Allow Filing of Late Claim", "Allow Payment Arrearages", and "Amend". A mouse cursor is pointing at "Administrative Expenses". At the bottom, there are two buttons: "Next" and "Clear".

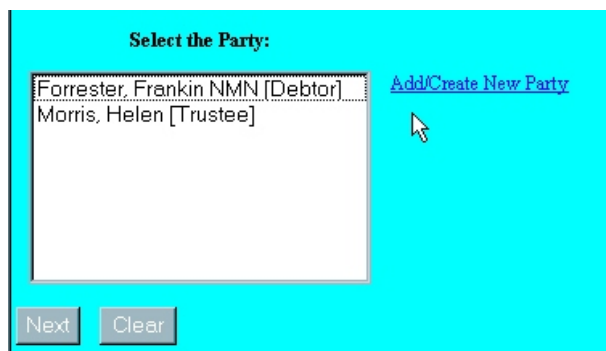
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Adequate Protection**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



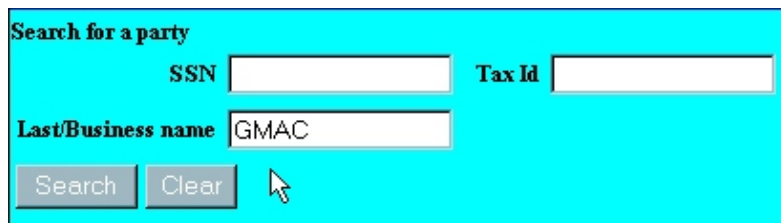
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If the party appears, click on the name and click **Next**; proceed to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next**; proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

Search for a party

SSN Tax Id

Last/Business name

Party search results

GMAC, GMAC, GMAC, GMAC, GMAC, GMAC

Person Address - Microsoft Internet Explorer

GMAC
ATTN: Bankruptcy Department
P. O. Box 5055
Troy, MI 48007
USA

- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

GMAC SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

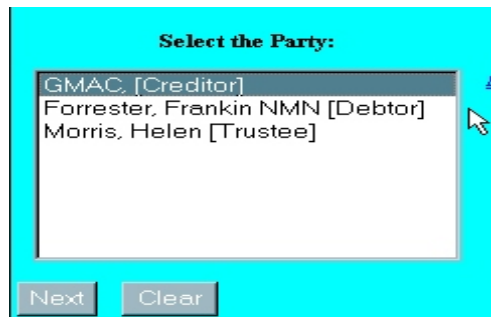
Party Information

Last name	<input type="text" value="GMAC"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr:cr)"/>
Party text	<input type="text"/>		

Submit Cancel Clear

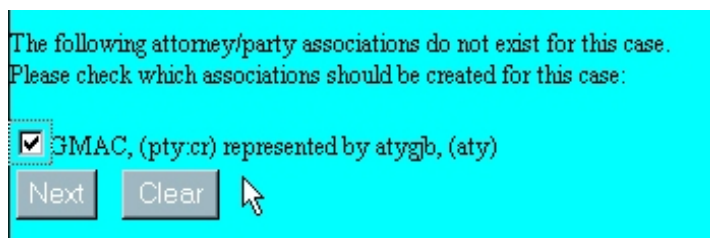
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen with your party highlighted displays.



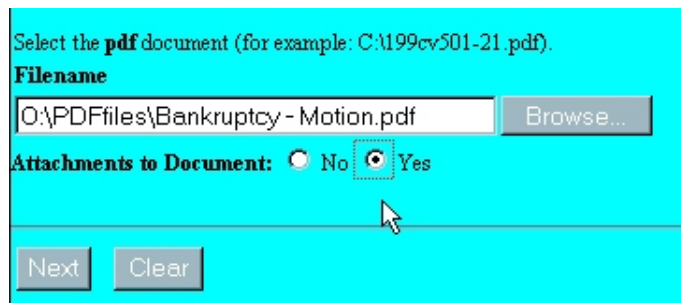
- ◆ Click on the **Next** button to continue.

STEP 11 If the **Party Association** screen displays, check the box to associate you as the attorney for the party selected/added.



- ◆ Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix);
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Proposed Order"/>	<input type="text" value="Granting Motion for Adequate Protection"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

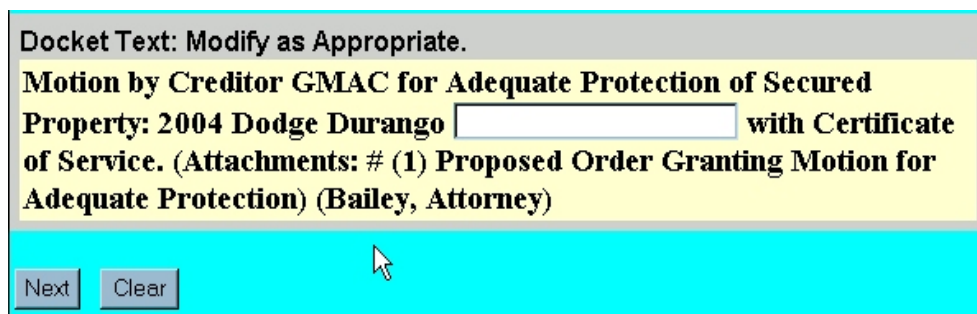
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed or if no **Type** is found.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button when finished.

STEP 14 The **Secured Property and Certificate of Service** screen displays.



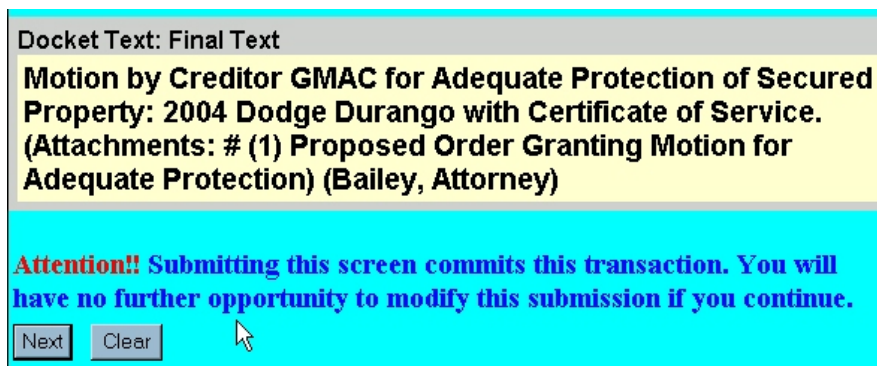
- ◆ Enter a description of the property.
- ◆ Indicate if a **certificate of service** is included with the motion by entering a lowercase “y” or “n” in the appropriate text box.

STEP 15 The **Modify Text** screen displays.



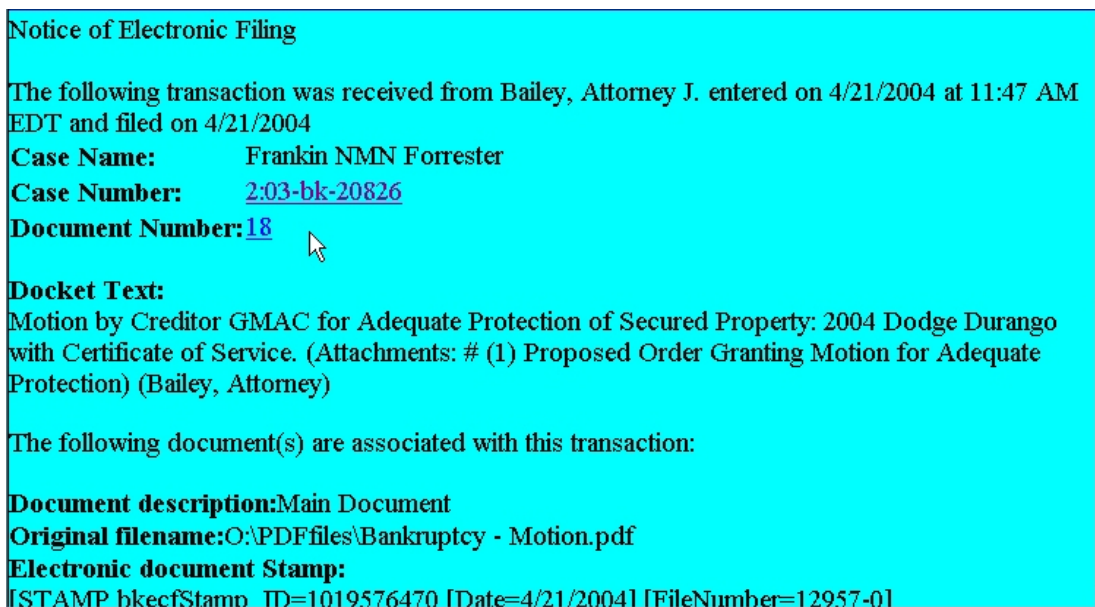
- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

A screenshot of a web browser window displaying the "Notice of Electronic Filing" screen. The page has a white background with black text. At the top, the title "Notice of Electronic Filing" is displayed. Below the title, a paragraph states: "The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 11:47 AM EDT and filed on 4/21/2004". This is followed by three lines of information: "Case Name: Frankin NMN Forrester", "Case Number: 2:03-bk-20826", and "Document Number: 18". The "Document Number" is underlined and a mouse cursor is pointing at it. Below this, the section "Docket Text:" is followed by the text: "Motion by Creditor GMAC for Adequate Protection of Secured Property: 2004 Dodge Durango with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Adequate Protection) (Bailey, Attorney)". Another paragraph states: "The following document(s) are associated with this transaction:". This is followed by three lines of information: "Document description: Main Document", "Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf", and "Electronic document Stamp:". At the bottom, a line of text reads: "[STAMP bkecfStamp ID=1019576470 IDate=4/21/2004] [FileNumber=12957-0]".

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 11:47 AM EDT and filed on 4/21/2004

Case Name: Frankin NMN Forrester

Case Number: [2:03-bk-20826](#)

Document Number: [18](#)

Docket Text:

Motion by Creditor GMAC for Adequate Protection of Secured Property: 2004 Dodge Durango with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Adequate Protection) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp:

[STAMP bkecfStamp ID=1019576470 IDate=4/21/2004] [FileNumber=12957-0]